

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Dairy Division
Dairy Grading and Standardization Branch
Grading Section
Regional Office
Agricultural Marketing Specialist (General), GS-1146-5

SJ DD5

I. INTRODUCTION

The Regional Office is responsible for carrying out Dairy Division programs for the inspection of dairy products and the grading of dairy products and related food products within a geographical region.

The incumbent serves as a trainee performing duties designed to orient the employee to marketing, grading and inspection concepts, methods and practices.

The position may involve details or reassignment to a different geographical area as determined by management.

II. DUTIES AND RESPONSIBILITIES

As a trainee, the incumbent receives instruction, training and work assignments from the supervisor or other specialists, to become familiar with the programs and functions of the Division. Particular emphasis is placed on the marketing and grading of dairy and related food products and the dairy plant inspection program which will provide experience in grading, inspection and certification techniques.

Studies instructional material, official standards, contract specifications, and related regulations which govern the grading, inspection and certification of dairy products.

Receives instructions at the work site on determining general product quality and sanitation requirements in accordance with appropriate regulations.

Assists higher graded employees by carrying out portions of the work under their control. Such tasks include test weighing, preparing work sheets and summary reports, inspecting individual lots of product to determine lot identification and condition of product, and selecting representative samples from the lots.

Under close guidance and review and as knowledge of products and procedures increases, the trainee may monitor plant operations and designated dairy products for compliance with sanitation and quality requirements.

III. JOB CONTROLS

A. Responsibility for the work of others: None.

B.B. Supervision and Guidance Received: The supervisor or senior employee provides assignments, giving detailed and specific instructions on the methods to be used for performing each phase of the work. The incumbent works in strict adherence to the instructions. Assistance is readily available while the work is being performed, and the employee consults with the supervisor or senior employee to clarify the original instructions, product conditions, or circumstances which are new or unusual to the employee.

The work is closely reviewed. It is checked while in progress and upon completion for compliance with instructions, adherence to prescribed methods and procedures, technical proficiency, and accuracy of any determinations.